Form A: Middletown Recreation and Community Services Department Rental Space Application					
Today's Date:		Reservat	tion No:		
Renter Information: (Please print clearly	)				
		Individual/Contact Person:			
Is your Organization Non-Profit (circle one):	Yes	No			
Street address: City/town: State: Zip:					
Email: Home	Home/cell numbe		Fax number:		
Event Information:					
Day & Date requested (mm/dd/year):		Seco	Second Choice (mm/dd/year):		
ype of Event:			Total Expected Attendance:		
Circle All Areas Being Requested:			l		
Conference Room	Conference Room Cafeteri		Multi- Purpose Room A		
Social Center	Kitchen		Multi- Purpose Room B		
Classroom Arts & Other-specify:		Crafts	Game Room		
Time of Rental (including setup/clean up): From: To:					
Total hours (must be at least two hours):					
Are you charging fees for any aspect of your activity (circle one): Yes No					
If Yes, please explain (including fee):					
Food:					
Do you intend to serve food? Yes No					
Do you intend to prepare food on premises?	Yes	No			
Name of food provider/caterer: Phone:					
*The Caterer's food handler permit from the jurisdiction in which it operates as well as proof of insurance is expected to be shown at the time full payment is made to the Recreation and Community Services Department.					
Fees and Payments:					
Down Payment Amount (25% of rental fee):		Total Rental Fee:			
Down Payment Received (employee initials):			Full Payment Received (employee initials):		

## Form B: Middletown Recreation and Community Service Department Event Space Rental Agreement and Inspection Form:

This form acknowledges the agreement between the M Department androom(s):	(the "Renter") for the rental of the follow
room(s): to The renter underst	ands the proper usage and expectations of
maintenance of the rental space during and after the evand procedures. This form will be signed on the day of quality of conditions of the rental space before the ever same condition they were during the original inspection	vent and has been issued a copy of the rental policies the rental and will act as a proof of inspection of the nt. After the event, rooms are expected to be in the
Renter's Notes Regarding Condition of Facility:	
<b>Room Terms and Conditions:</b> *Room includes cafeteria, multi-purpose room (both sides), game conference room	room, socialization room, arts & crafts room, classroom,
<ul> <li>All food and drink shall be confined to the rente</li> </ul>	d space.
<ul> <li>Smoking is prohibited in all areas of the facility.</li> </ul>	
including food plates, utensils and drinks.	ust be removed off of any surfaces (tables/shelves),
<ul> <li>All surfaces must be cleaned and devoid of any s</li> <li>All decorations must be removed and properly of</li> </ul>	·
<ul> <li>All decorations must be removed and properly of Furniture must be returned to original configurations.</li> </ul>	•
Kitchen Terms and Conditions:	
*If an event requires use of the kitchen, certain procedures must be Middletown Health Department. These requirements must be followed and the Middletown Health Department. These requirements must be followed and the Middletown Health Department.	owed by both catered and non-catered events.
<ul> <li>All surfaces used, including tables, food preparation and sanitized after use and must be devoid of any cr</li> <li>Any leftover food must be taken or properly dispose</li> </ul>	•
	event for both preparation and holding food must be
<ul> <li>All utensils and equipment used to make food must</li> </ul>	be put back in original location.
By signing this form, I hereby acknowledge that I have read a satisfactory condition of the rented space subject to the not and accurate to the best of my knowledge. In addition, I accessfety of the attendees of the event and agree to fully indem agents, harmless from any and all actions, damages, claims, arise by reason of injury or death, or loss of or damage to present and Community Service Center.	es above, and assert that the information I provided is true ept full and complete responsibility for the conduct and unify and hold the City of Middletown, its employees and and demands whatsoever in law or inequity, which may
Renter's signature:	Date:

Staff's verification of inspection: \_\_\_\_\_\_ Date: \_\_\_\_\_